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## **On Site Review Process Checklist**

**Office of School Improvement  
Field Services Unit**

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**OFFICE OF SCHOOL IMPROVEMENT  
FIELD SERVICES UNIT**

10/3/2006

On Site Review Process Checklist

***District Planning:***

- ☐ Schedule On Site meeting.
- ☐ Designate a team leader and select team members for the On Site Review process.
- ☐ Notify the building staff and other stakeholders, who will be involved in the review process.

***School Planning:***

- ☐ Provide a brief overview of the On Site Review purpose and expectations to the staff.
- ☐ Discuss timeline and details for the On Site visit.
  - ☐ Provide a copy of the following documents to all staff and parent representative involved in the building review meeting:
    - On Site Review Study Guide for District and Building(s)
    - Explanation of the Study Guide Items
    - Glossary of Terms
- ☐ Direct the staff/participants to individually rate school programs using the On Site Review Study Guide. Rate every item as High (H), Moderate (M), Low (L), or Change Required (CR).
- ☐ Set date(s) for staff/participants to meet and discuss the study guide ratings with the end result being to create one consensus On Site Study Guide document with appropriate comments.
- ☐ Maintain a list with original signatures identifying participants in rating the Study Guide items and formulating the consensus document.

***Preparation for On Site Review Meeting(s):***

- ☐ Send to OSI consultant at least three weeks prior to the On Site Review meeting date:
  - ☐ The district consensus Study Guide
  - ☐ The On Site Review Study Guide for each building to be reviewed
  - ☐ The building and district school improvement plans
  - ☐ A list of staff funded by each program, including name, position and FTE, organized by school
  - ☐ Copy of annual report or other documents with disaggregated data

- ☐ Make copies of the following materials so that each person participating in the On Site Review has the materials the day of the visit:
  - ☐ The consensus On Site Review Study Guide for each building to be reviewed
  - ☐ The district/building On Site Review agenda

***On Site Review Day:***

The following materials should be readily available but should not be created for the purpose of this visit:

- ☐ Other documentation considered as evidence (refer to “Explanation of Study Guide Items”) of compliance supporting the study guide responses: classroom lesson plans, projects, checklists, etc. These documents may be referred to during the discussion of the Study Guide the day of the visit.

*Reminder: Documentation should come from existing materials and practices.*

- ☐ Exit Meeting
  - ☐ Invite staff/participants from each school reviewed and the central office.
  - ☐ Schedule the meeting at a time convenient for participation.

***District Responsibilities Following Receipt of the On Site Review Report:***

- ☐ Review the MDE report summarizing the On Site Review visit
- ☐ If change is required within the program for compliance, the district team must prepare a plan detailing the procedures to bring the program into compliance
- ☐ Submit the plan to the Office of School Improvement consultant within thirty days upon receipt of the MDE report
- ☐ Reinforce with staff/participants that the consultant is available to support specific district/building needs in preparing the plan to address change required items
  - ☐ See sample compliance plan format (attached).

**NOTE: If at any time during the On Site Review process technical assistance is needed, contact the OSI consultant.**

**A follow-up visit will be scheduled the subsequent year.**

Attachment

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**On Site Review  
Compliance Planning**

When it is necessary for a district to develop a compliance plan to address change required items from the On Site Review Report, the Office of School Improvement recommends the following process:

1. Create an ad-hoc committee to develop the compliance plan. This committee could consist of representatives from the building school improvement teams, building administrators, parents, and personnel from the supplementary programs.
2. Review the On Site Review Report.
3. Identify and analyze any data to be used.
4. Based on data, when appropriate, determine what changes should be made to the supplementary program(s) to bring the program into compliance.
5. Assign a person to be responsible for implementation of each change.
6. Assign a date when implementation will be completed.
7. Determine what evidence will be available to the Office of School Improvement to assure change has occurred.
8. Send the completed compliance plan to the OSI Consultant for your district.

Note: The compliance plan should reach MDE 30 days after the district's receipt of the On Site Review Report. A suggested format is attached for your use.